

Wednesday, May 16, 2012
3:21 PM

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE DTFANM-12-R-00085	PAGE 1	OF PAGES
2. AMENDMENT/MODIFICATION NO. AMENDMENT NO. 003	3. EFFECTIVE DATE 05/16/2012	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) PSP ATCT JANITORIAL		
6. ISSUED BY Gina Storlie, CO 1601 Lind Ave SW Renton, WA 98057		7. ADMINSTRATED BY (If other than Item 6)			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO. DTFANM-12-R-00085		
			9B. DATED (SEE ITEM 11) 04/27/2012		
			<input type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO.		
*TO BE COMPLETED BY VENDOR IF NOT COMPLETE			10B. DATED (SEE ITEM 13)		
CODE	FACILITY CODE				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer is <input type="checkbox"/> extended <input checked="" type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation on as amended, by one of the following methods:					
(a) By completing Item 8 and 15, and returning <u>1</u> copies of the amendment; (b) acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hours and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT/ORDER NO. IN ITEM 10A.				
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14.				
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) PLEASE FIND ATTACHED, REVISED SCOPE OF WORK.					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) GINA V STORLIE		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)			

PART I - SECTION C

REVISED SCOPE OF WORK

WORK SPECIFICATIONS AND STANDARDS JANITORIAL SERVICES BETTLES WEATHER OBSERVATION STATION

All work described herein shall be done in accordance with the following specifications and standards. All work shall be accomplished at the specified times except by mutual agreement between the contractor and the contracting officer's representative (COR).

1. GENERAL

- a. The scope of work under this contract shall be that the contractor furnishes all personnel, equipment, material, supplies and supervision to provide complete janitorial service at the New Palm Springs International Airport Traffic Control Tower (ATCT) and Base Building in Palm Springs, California.
 - a. "Materials" must be in safe condition and suitable grade for the purpose intended. They must include, but are not limited to the following:
 1. Light bulbs
 2. Cleaners
 3. Deodorants
 4. Detergents
 5. Dust Control Rags
 6. Floor Wax
 7. Fluorescent Tubes
 8. Hand Soap
 9. Hand Sanitizer
 10. Polishes
 11. Tile Cleaner
 12. Paper Towels
 13. Toilet Tissue – ALL toilet tissue supplied under this contract must be 2-ply
 14. Plastic Bags for Trash Receptacles and Sanitary Napkin Receptacles
 15. Sanitary Napkins for sanitary napkin dispensers
 - b. The contract BASE YEAR is from JULY 1, 2012 through SEPTEMBER 30, 2012. There are also, additionally, four possible option years associated with this contract (see applicable option year AMS clauses). Those options will be awarded in accordance with the fiscal calendar year (October 1 through September 30).
 - c. Access for the Contractor, sub-contractors, employees, deliveries, etc., must be coordinated with the on-site Resident Engineering Staff.
 - d. The New Palm Springs Base Building consists of a total of approximately 7,276 square feet (sf) of total floor space. This includes all rooms in the Base Building and hallways.

The new ATCT has 10 levels, including the Ground and Cab Levels. The first 6 levels contain approximately 250 sf each. The 7th, 8th, 9th, and 10th Levels each contain 892 sf, 1291 sf, 736 sf and 396 sf respectively. The ATCT cab has approximately 395 sf. The ATCT has an elevator shaft running from the Ground Level to the 8th or Junction Level. The ATCT also has two stairwells running from the Ground Level to the Cab Level. The square footages of the elevator shaft and the stairwell are not subtracted from any of the tower level square footages listed here.

All areas as described by this contract may be categorized as I.) Administrative Space, II.) Mechanical & Equipment Space, III.) Air Traffic Space.

- e. The Palm Springs ATCT and Base Building are located at:

Federal Aviation Administration
Palm Springs Airport Traffic Control Tower
280 North El Cielo Road
Palm Springs, CA 92262

2. SERVICE REQUIREMENTS

- a. The facility areas will require service, per the attached schedules in Attachment #1. Cleaning shall take place between the hours of 7:00 am and 2:30 pm. Access to the CAB must be coordinated and obtained prior to shift work (The best time is before 10:00 am.) The service schedule shall be coordinated with the Contracting Officer's Technical Representative (COTR), unless specified otherwise.
- b. No work shall be performed on Federal Holidays. Federal holidays include but are not limited to: New Year's Day, Martin Luther King's Birthday, Presidents Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday. No work shall be performed on holidays.

3. UTILITIES

- a. Electrical power will be furnished by the Government at existing power outlets for the operation of equipment.
- b. Hot and cold water will be available to the contractor.

4. STORAGE SPACE JANITOR'S CLOSETS, AND LOCKER ROOMS

- a. Space may be assigned to the contractor by the Contracting Officer's Representative for the storage of bulk supplies and the equipment used in the performance of the work.
- b. If space, closets or lockers are assigned by the Contracting Officer's Representative to be used by the contractor's employees, any Government furniture or equipment placed there, such as tables, desks, chairs, etc., may be used but will be returned to the Government at contract termination in the same condition as that existing at the time of entering into the contract, reasonable and ordinary wear and tear excepted. These areas will be swept daily, kept neat and clean.
- c. Failure to keep any of the facilities described above in a clean and orderly condition may result in the withdrawal of the their use.
- d. The Government will not be held responsible for damage and/or loss to contractor's employees' items occasioned by fire, theft, accident or otherwise.
- e. The Contractor must supply a cabinet suitable for storing flammable supplies. Material Safety Data Sheets as well as a current inventory list shall be kept with the materials, and a list of such materials will be submitted to the COTR. All containers / bottles / cans etc. must be properly labeled.
- f. Contractor is responsible for safe and proper storage, and disposal of *all* excess materials.

5. SAFETY PRECAUTIONS

The contractor will instruct his/her employees of appropriate safety measures and will not permit them to place mops, brooms, machines and other equipment in traffic lanes or other locations in such a manner as to create safety hazards. Appropriate signs will be provided by the contractor to mark areas that are slippery due to cleaning or waxing operations.

6. COMBUSTIBLE MATERIALS

Rags, mops, brushes, waxes and other materials which contain a residue of animal, vegetable or mineral oils and are subject to spontaneous combustion, will be disposed of outside the building in approved, tightly covered metal containers furnished by contractor.

7. SANITARY CONDITIONS

Dirty water and cleaning solutions will be disposed of in slop sinks for floor drains designated by the Contracting Officer's Representative. Floors and fixtures in areas where water is obtained and disposed of will be kept clean, neat and sanitary at all times.

REQUIREMENT STANDARDS FOR SATISFACTORY PERFORMANCE

I - ADMINISTRATIVE AREAS: Administrative areas are all areas that are open to the general circulation of FAA employees, all offices and breakrooms, all elevator lobbies and vestibules in the ATCT, and the ATCT stairwell. See descriptions of other areas below.

1. **GATHER AND DISPOSE OF ALL TRASH:** All trash containers shall have liners and shall be replaced as necessary. All waste, including paper, bottles, cups, garbage, packing material and empty shipping containers, both loose and in waste containers, etc., shall be removed by the contractor daily. Wash trash container and disinfect when liners rupture or as needed. Contractor employee s shall not disturb papers on desks, or open desk drawers or cabinets. No boxes shall be removed unless marked as 'TRASH' and placed on top of or beside a trash container.
2. **FLOORS:** Carpet, vinyl tile ceramic tile, sealed concrete, entry mats, runners, baseboards, and stairs.
 - a. Carpet- Vacuum all carpet with an agitating brush cleaner daily. Steam clean all carpet by spot cleaning, shampooing and dry methods using only products and methods recommended by manufacturer's instructions and stain removal chart, See Section J. Carpet will be free of spots and stains, dust and dirt. Scheduling of shampooing will be coordinated with the Contracting Officer's Representative (COR).
 - b. Vinyl and Ceramic Tile – Sweep, mop, strip and wax floors. Floors must be free of swirls, streaks, scuffmarks, greasy film and have a uniform, glossy appearance. ESD Vinyl in Rooms 61, 62, 63 and the Main Equipment Room (Floor Air Discharge Vents) must be cleaned per the manufacturer's instructions (attached).
 - c. Rubber Tile – Sweep and mop floors. **Do not use wax on rubber tiles.**
 - d. Sealed Concrete (stairs, corridors and most mechanical areas)– Sweep and mop floors with a mild detergent. **Do not use wax on sealed concrete surfaces.**

The Contractor will notify the COTR within one day of any cleaning which will not remove stains, or barriers to accomplishing contract requirements. The Contractor shall recommend an appropriate course of action to correct the problem, for approval of the Contracting Officer.

3. **LOW CLEANING - WITHOUT A LADDER:** Walls and items which are part of the wall (such as switch plates) items installed against a wall (such as air handling units), partitions, doors, windows sills, wainscoting, vents, fire extinguishers, venetian blinds, chalkboards, etc.
 - a. Walls will be free of dust, fingerprints, spots, scuff and other marks.
 - b. Formica cabinets and decorative woodwork will be wiped clean and treated with furniture polish resulting in surfaces free of dust, spots, fingerprints, scuff and other marks.
 - c. Unpainted metalwork, doorknobs, switch plates, hardware and fire extinguishers, etc. will be free of dust and polished.
 - e. Boards (both chalk and white) will be free of chalk marks, fingerprints, streaks, haze and written material, unless marked to the contrary.
 - f. Use stainless steel cleaner/polish on all stainless steel surfaces.
4. **HIGH CLEANING - WITH A LADDER:** Ceilings and items which are part of the ceiling (such as light fixtures) and those areas and items not covered in previous paragraphs; clerestory window sills, overheads, pipes, ducts, air discharge assemblies, tops of lockers and cabinets, windows and window ledges, exit signs, clocks, venetian blinds. **ELECTRONIC EQUIPMENT IS EXCLUDED.**
 - a. When dusting does not remove accumulated dirt and grime, contractor will wash with a suitable cleaner, resulting in dust free high areas.
 - b. Windows (including clerestory windows) and other glass items will be free of dust, fingerprints, streaks, haze, inside and outside.
1. **FURNITURE:** All furniture with fabric parts will be cleaned with a solution that will not damage the fabric. For metal and wood furniture, a suitable polish and cleaner will be used.
 - a. Furniture will be free of dust, spots, stains, scuff and other marks that can be removed without refinishing.
 - b. Waste containers, recycling bins and ash receptacles will be washed inside and outside and be free of trash, ash, spots, dirty marks and odors. The ash receptacles will be full of sand or appropriate material at all times to prevent fires.
 - c. Drinking fountains will be wiped and polished and be free of spots, stains, scale and other dirty marks. Polish all stainless steel surfaces with stainless steel cleaner
2. **RESTROOMS:**
 - a. Commodes, floors, sinks and shelves will be free of scum, film, scuffmarks, water spots, and odors. Disinfectants and deodorizers will be used.
 - b. Fixtures, dispensers and visible plumbing will be free of dust, film, watermarks, fingerprints and other marks, and disinfected. Polish all chrome by wiping surface with a clean dry cloth after washing.
 - a. All dispensers shall be filled sufficiently to assure constant, adequate supply and soap dispensers will not be clogged.
 - b. Mirrors will be free of spots, streaks, haze and film.
 - c. Polish all stainless steel surfaces with stainless steel cleaner.
 - d. **Do not use any abrasive type cleaner or abrasive cleaning materials such as dry cleanser, "Scotch Bright," or**

similar type pads. You may use “Soft Scrub,” or similar products with a stiff nylon brush. Do not use any cleaners which stain or discolor surfaces.

1. **GLASS AND MINI BLIND CLEANING:** Includes all glass partitions, interior and exterior glass doors, display cases, directory boards, tower windows (inside and out curtain wall glass and cab glass), mirrors, and adjacent trim. Windows including frames, casings and sills, shall be free of spots, dust, dirt, streaks, smudges, water deposits, and other foreign matter. A hose bib is available on the walkway of the Cab for rinsing glass and exterior frames.

-Mini blinds throughout the building are to be dusted, if dusting is insufficient to remove accumulated dirt, blinds shall be removed and cleaned with an ultrasonic wash method.

NO LATTER WILL BE PERMITTED ON THE CATWALK AT ANY TIME

1. **REFRIGERATOR CLEANING:** Clean and deodorize the refrigerators. Wash the outside of box, removing handprints, dirt and scuffmarks. Contractor must post notice on refrigerator 24 hours prior to cleaning.
1. **MICROWAVE OVENS & OVEN/RANGE CLEANING:** Clean interior and exterior of microwave oven & Oven/Range to remove handprints, soil and food particles.
2. **CLEAN COUNTERS, SINKS AND FIXTURES:** A commercial solution shall be used to remove streaks, stains, smudges and other obvious soil. Use stainless steel cleaner/polish on all stainless steel surfaces.
 1. **ELEVATOR:** Wipe down all plastic laminate and vertical surfaces with mild detergent solution, use stainless steel cleaner/polish on all stainless steel surfaces inside car and at car call buttons. Remove plastic light diffuser lens and dust or wash. Vacuum and clean carpet floor as described above.
 2. **STAIRWELLS:** Sweep regularly and mop as needed all stairs and landings. Do not use wax on the rubber treads. Dust all horizontal surfaces, tops of lights, handrail, covebase and wash with mild detergent as needed.
 3. **LIGHTS:** Furnish, replace and properly dispose of all light bulbs that burn out in any administrative space inside the building. Use lamps identical to the type replaced, this includes wattage, energy star listings and use only low mercury lamps (green ends on bulbs). You are not responsible for any lights inside the tower cab, in any mechanical area, inside the elevator, or outside the building.

II – MECHANICAL AND EQUIPMENT AREAS: Mechanical Areas consist of the areas secured from use by the general flow of FAA personnel.

1. Trash Removal – Empty all trash containers.
2. Dusting – Dust all horizontal surfaces, equipment fronts, and cover base. Use electrostatic dusters and be cautious around equipment. Do not put yourself in the position of hitting any switches or wires in any areas. Ensure that you are properly supervised by a Airways Facilities Maintenance Personnel (aka: the building engineer) to protect yourself and the building from inadvertently taking an essential piece of equipment off line.
3. Wiping with Detergent solution – Clean all surfaces that have grime or dirt that will not remove with a duster.
4. Sweeping/Vacuuming – Sweep and vacuum all floors. Steam Clean carpet according to administrative schedule. Electrostatic Carpet in the main Equipment room, 8th floor equipment room and CAB MUST be cleaned per manufacturer’s instructions
5. Mop and Wax – Mop as needed, wax all vinyl tile according to administrative schedule.
- 6.

JANITORIAL FREQUENCY SCHEDULE

Required Cleaning Days

	REQUIREMENT:	FREQUENCY:
	ADMINISTRATIVE AREAS	
1	Empty Trash	3 days per week
2a	Sweep Floors	3 days per week
2b,c,d	Mop Floors (**Special Care Instructions Attached)	2 days per month
2e	Wax and Polish Floors (**Special Care Instructions Attached)	1 day per month
	SPECIAL TIMING CONSIDERATIONS: When conducted in Administration areas, Contractor must clean after 4:30pm on Fridays. The standard 7:00 am to 2:30 pm timing schedule may be altered for these special circumstances.	

3	Low Cleaning	2 days per week
4	High Cleaning	1 day per week
5	Furniture	2 days per week
6	Restrooms	3 days per week
7	Glass Doors and mirrors	2 days per week
8	Outside Glass	2 days per week
9	Refrigerators	2 days per week
10	Microwaves & Oven/range	2 days per week
11	Counters, sinks and fixtures	2 days per week
12	Elevator	2 days per week
13	Stairwell	2 days per week
14	Lights	As needed
MECHANICAL AREAS		
1	Empty Trash	3 days per week
2	Dusting	2 days per week
3	Wipe down	2 days per week
4	Sweeping/Vacuuming (**Special Care Instructions)	2 days per week
5	Mop & Wax (**Special Care Instructions Attached)	1 day every other week
AIR TRAFFIC AREAS		
1	ATCT Tower Consoles	See Below
2	Interior ATCT Cab Glass	See Below
3	ATCT Cab Blinds	Not Required
4	ATCT Cab – Electrostatic Carpet ** Special care	3 days per week
5	ATCT CAB Sink Counters and Drinking Fountain	2 days per week
6	ATCT CAB Refrigerator	2 days per week
7	ATCT CAB Trash	3 days per week

PROVIDE THE FOLLOWING ADDITIONAL SCHEDULE WITH YOUR OFFER:

There is a period of time during which the building will not be officially occupied. During that time, we will still require janitorial service, but at a lessened frequency. In addition to that which is listed above, please base your bid on the following revised schedule. For the “during construction” portion of the schedule, CAB glass will be cleaned on an “AS NEEDED” basis. Please provide an individual, per visit pricing for this AS NEEDED type of cleaning. Remember that NO ladder may be used on the catwalk.

		During Construction	Normal, Occupied Facility
1	ATCT Tower Consoles	1 time a Week	1 time a Month

2	Interior ATCT Cab Glass	"AS NEEDED" \$ _____ Price per Visit This price is subject to negotiation, and will <u>not</u> be used in the determination of lowest priced offer.	1 time a Month
3	Vents in ATCT Cab	1 time a Week	2 times a Month

**** Electrostatic Carpet will be cleaned per manufactures instructions. CAB carpet will be vacuumed with Canister Vacuum – Vacuum canister will be cleaned as necessary by janitorial staff.**

*****ESD Vinyl in rooms 61, 62, 63 and main equipment room (floor air discharge vents) must be cleaned per manufacturer's instructions**